

## **Peter Brown**

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2512 Metropolitan Drive  
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To Whom It May Concern:

I am writing in response to your ad in the Sunday Philadelphia *Inquirer*.

I was the copy editor for the *Welcomat* (now *Philadelphia Weekly*) for more than five years. I was responsible for all editorial typesetting, scanning and in general prepared articles for the arts editor and the editor-in-chief.

In addition to this, I was the paper's primary popular music critic for 11 years and eventually became music editor and associate editor in addition to being production manager for 18 months.

Originally we used Microtek typesetters, but in my first year working in the editorial department switched to MACs, typing and editing in Microsoft Word and importing to Quark for layout. I am experienced in using both MACS and PCs with Windows and Windows 95.

I would be looking for a salary in the 20s for full-time work, but I would happily work part-time as well. This is of course, negotiable.

Enclosed is my resume as well as references.

I greatly enjoy editing, copy editing, proofreading and all facets of newspaper work.

Thank you for your consideration. I look forward to your response.

Sincerely,

Peter Brown